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FM 10-2

DEPARTMENT OF THE ARMY FIELD MANUAL

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HEADQUARTERS AND HEADQUARTERS DETACHMENT QUARTERMASTER GROUP

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HEADQUARTERS, DEPARTMENT OF THE ARMY
JULY 1959

FIELD MANUAL
No. 10-2

HEADQUARTERS,
DEPARTMENT OF THE ARMY,
WASHINGTON 25, D. C., *10 July 1959*

HEADQUARTERS AND HEADQUARTERS DETACHMENT, QUARTERMASTER GROUP

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* *This manual supersedes FM 10-2, 3 September 1952.*

CHAPTER 1
INTRODUCTION

1. Purpose and Scope

a. The purpose of this manual is to provide information necessary for operation of Headquarters and Headquarters Detachment, Quartermaster Group (TOE 10–22). It is intended as a guide for officers and enlisted personnel assigned to the group and for officers on higher, lateral, and lower staffs concerned with the employment and operations of the quartermaster group. The general provisions and requirements of group-size organizations are prescribed by AR 220–50.

b. This manual furnishes operational and technical information for the normal employment and functioning of the headquarters and headquarters detachment, quartermaster group, and representative examples of use of the quartermaster group. A suggested standing operating procedure for a group operating at a depot is also included.

2. Modification

Developments in the tactical and logistical fields, and organizational changes in the Army, will make corrections and changes necessary from time to time. Users of this manual are requested to submit recommendations for changes or corrections direct to the Commanding General, Quartermaster Training Command, U. S. Army, Fort

Lee, Va. For format and guidance in preparation of comments or corrections, see AR 310–3.

3. Application

a. The procedures described in this manual are intended as guides and should not be considered inflexible. Conditions under which the group operates will vary and each situation must be met by an intelligent interpretation and application of basic principles.

b. The material presented herein is applicable to nuclear and nonnuclear warfare.

CHAPTER 2
THE UNIT

Section I. GENERAL

4. Mission

The mission of the headquarters and headquarters detachment, quartermaster group, is to command attached quartermaster battalions. It provides control, staff planning, supervision, and coordination for operation, administration, employment, training, and supply of attached quartermaster units.

5. Assignment

Headquarters and headquarters detachment, quartermaster group, is normally assigned to army, independent corps, or theater army logistical command.

6. Capabilities

Headquarters and headquarters detachment, quartermaster group, is normally employed as a command headquarters for two to eight quartermaster battalions. If the situation requires, it may be a headquarters to which quartermaster nondivisional companies are directly attached. It is normally dependent upon attached units for mess and motor maintenance, but appropriate detachments from the Composite Service Organi-

zation (TOE 29–500) may be attached for this purpose.

7. Functions

The quartermaster group—

a. Commands attached units, as directed by higher headquarters, to carry out the group mission.

b. Assigns missions to subordinate units, and supervises and coordinates operations to assure compliance with plans, schedules, orders, and directives.

c. Directs and supervises training throughout the group, and develops plans and training schedules to correct deficiencies.

d. Plans, directs, and controls intelligence activities and local security for the group.

e. Plans, directs, and controls the Supply functions and the Food Service Program for the group.

f. Develops a group communications plan and supervises internal group communications.

g. Selects general operating sites and bivouac areas for subordinate commands.

h. Supervises administration of attached units.

i. Executes additional assignments prescribed by higher headquarters.

Section II. ORGANIZATION

8. General

Headquarters and headquarters detachment,

quartermaster group, is a command headquarters designed to provide an organization that permits maximum flexibility in grouping quartermaster units to meet particular situations. It consists of a group headquarters and a headquarters detachment (fig. 1).

a. Group Headquarters. Group headquarters is composed of the officers and warrant officers assigned to the unit. Organizationally, group headquarters, which is the command and policy-making element, consists of the group commander, executive officer, chiefs of staff sections, and the sergeant major.

b. Headquarters Detachment. Headquarters detachment is composed of the enlisted personnel assigned to the unit. It is organized into a detachment headquarters, administrative section, group supply section, and operations section. These sections function as the operating elements of group headquarters and are under the control of the appropriate group staff officer.

9. Detachment Headquarters

The detachment headquarters establishes, operates, and maintains teletype, telephone, messenger, and other communications systems.

10. Administrative Section

The administrative section—

a. Coordinates administration for group headquarters.

b. Routes incoming communications to proper staff sections.

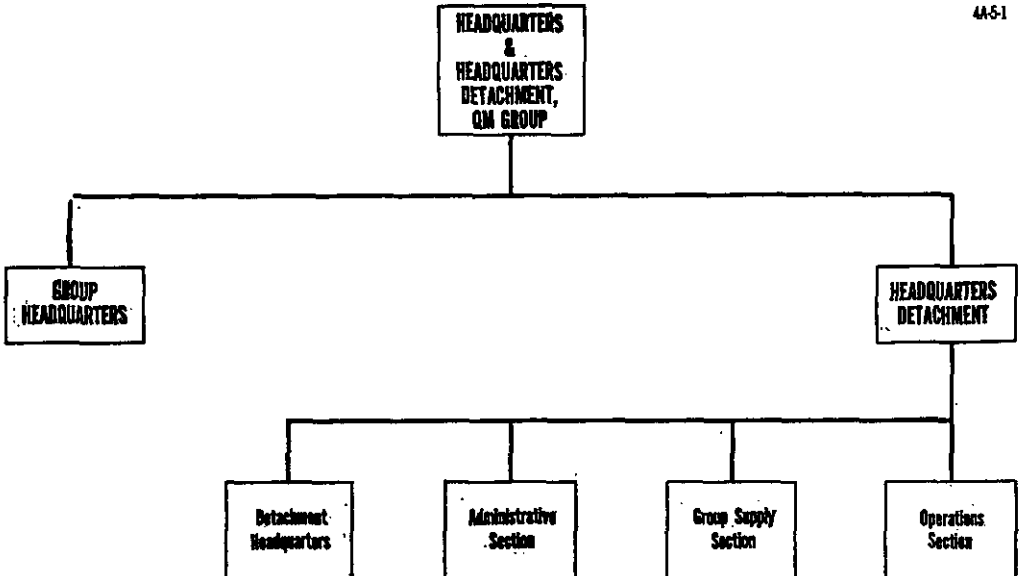

Figure 1. Organizational chart of the headquarters and headquarters detachment, quartermaster group.

c. Acts upon official correspondence, prepares administrative directives, and authenticates and distributes all directives.

d. Reproduces printed matter required by group headquarters.

e. Maintains an office of record.

f. Supervises the preparation and maintenance of records, rosters, and personnel reports.

g. Prepares pay orders, vouchers, and similar documents involving pay, travel, allotments, and payroll deductions for personnel of the group headquarters.

h. Provides mail and courier service for the group headquarters.

i. Processes recommendations for awards and decorations.

j. Supervises personnel administration activities in attached units.

k. Coordinates with the operations section in allocating replacements to group headquarters and attached units.

11. Group Supply Section

The group supply section plans, directs, and controls internal supply, maintenance, evacuation, transportation service, and food service operations.

a. Performs the supply functions for headquarters detachment.

b. Supervises supply to all units of the group.

c. Inspects and supervises the maintenance of subordinate unit supply records.

d. Edits consolidated reports on status of supply in subordinate units.

e. Disseminates information concerning latest supply procedures announced in regulations and directives and, by inspection, insures that such procedures are practiced by subordinate units.

f. Supervises receipt and disposition of salvage items.

g. Supervises organizational maintenance of motor transport for the group.

h. Administers the group food service program.

12. Operations Section

The operations section—

a. Plans, prepares work schedules, and issues directives to secure maximum efficiency of group operations.

b. Directs and controls employment and utilization of attached units.

c. Inspects operations of subordinate units.

d. Assists the group commander in planning, coordinating, and supervising the support operations of attached units.

e. Consults with higher headquarters on employment of subordinate units.

f. Recommends operational sites for subordinate quartermaster battalions.

g. Supervises security and training operations within the group.

h. Collects and disseminates intelligence information.

i. Provides information concerning terrain and climate to other members of the staff and to subordinate units.

j. Informs higher headquarters on intelligence activities generated by the group.

k. Provides troop information direction for the group and attached units.

l. Plans, coordinates, and supervises local damage control.

Section III. DUTIES OF PERSONNEL

13. General

Although the group staff is organized into three functional sections (fig. 2), there is some overlapping of duties; therefore, the sections coordinate their work and promptly exchange information. In addition, a staff officer may be required to assist or temporarily take over one or more other staff sections. Staff functions listed in this section are intended as a guide. The commander may and should make adjustments to meet operating conditions.

14. Group Commander

The group commander is responsible for planning, directing, and supervising the administration, training, employment, operations, supply, maintenance, security, and discipline of the group. He prescribes policies, missions, and standards for the group. The group commander assigns definite roles to his subordinate commanders and keeps himself informed of their progress, giving as-

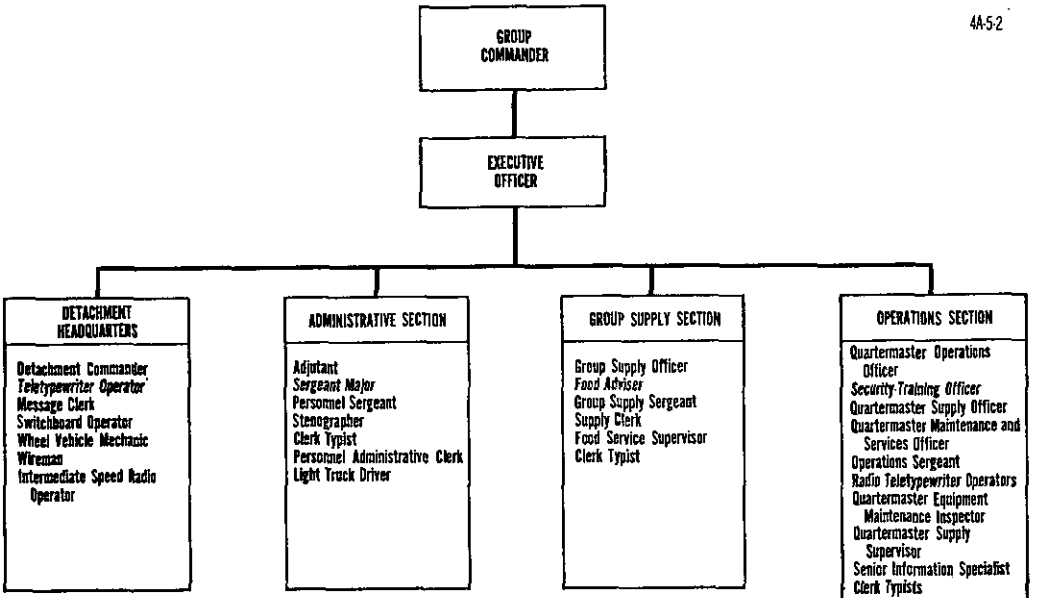

Figure 2. Functional chart of the headquarters and headquarters detachment, quartermaster group.

sistance when needed to insure the success of the operation. He places himself where he can direct and control the activities of the group—normally at group headquarters. Before he leaves the headquarters, he orients the staff regarding his plans and gives them his itinerary. He keeps in touch with group headquarters by radio, telephone, or other means of communications.

15. Executive Officer

The executive officer is the principal coordinating agent of and advisor to the group commander. He supervises and coordinates details of operations and administration, allowing the commander to devote more time to command functions. When the commander is away from headquarters, the executive officer directs the action according to the commander's policies. He normally will advise appropriate staff officers of the commander's decisions so that necessary orders may be prepared and published. He sees that all instructions conform to the group commander's plans and policies. Specifically, the executive officer—

a. Formulates and announces policies for the general operation of the group headquarters staff.

b. Directs and coordinates the activities of sections within the staff, relations between staff members, and between the staff and subordinate units.

c. Keeps the commander informed on strength, morale, training, equipment, supply, evacuation, and general operating effectiveness of the group.

d. By personal observation and with the assistance of the staff, makes certain that the orders and instructions of the commander are executed.

e. Continually studies the situation with a view toward overall improvement of efficiency and preparedness for future operations and contingencies.

f. Insures establishment and supervision of liaison with headquarters of adjacent, higher, subordinate, and supported units.

16. Adjutant

The adjutant advises the group commander on administrative and personnel matters, directs the activities of the administrative section, implements administrative policies, and establishes administrative procedures for the group commander.

a. The sergeant major is the administrative assistant to the adjutant. He coordinates the administrative functions of the sections of the group headquarters and supervises the operation of the file system. He is responsible for routing incoming and outgoing correspondence and publications and editing outgoing correspondence and publications. He insures that the adjutant obtains a copy of all publications received. He maintains a correspondence suspense file. He also acts as first sergeant of the headquarters detachment.

b. The personnel sergeant operates under the supervision of the adjutant. He supervises the work of the personnel administrative clerk and the clerk typist, and coordinates the work of the personnel sections of attached units. He maintains

liaison with personnel sections of subordinate units to aid in interpretation and application of personnel policies and directives of the group.

c. The stenographer, under the supervision of the sergeant major, takes and transcribes dictation, in connection with correspondence, telephone messages, and staff meetings, and performs such other clerical duties as may be required.

d. The light truck driver works under the supervision of the sergeant major. In addition to driving, he serves as detachment mail clerk and assists in the operation of the group message center.

17. Group Supply Officer

The group supply officer assists the commander by coordinating the functions pertaining to internal supply, evacuation, transportation, maintenance, and service of the group and attached units. He directs and supervises the activities of the group supply section. The group supply sergeant is chief clerk of the supply section. He maintains liaison with subordinate units and aids them in supply and service procedures as directed by group headquarters. He inspects and maintains records of the unit supply and service operations, status of subordinate units, salvage activities, instruction of supply personnel, and supply economy. He is assisted by the supply clerks and clerk-typist.

18. Food Adviser

The food adviser assists the commander by advising on and implementing the food service

program and advises and directs subordinate, adjacent, and supported units on food service policies. He acts as liaison with higher headquarters relative to food service and inspects mess facilities and activities. He is assisted by the food service supervisor.

19. Quartermaster Operations Officer

The quartermaster operations officer assists the group commander in directing, controlling, and supervising the supply and service support operations, and the training, security, and troop information activities of the group and attached units. The principal assistants to the quartermaster operations officer are the—

a. Security and training officer, who assists in all activities pertaining to training, security, and troop information. This officer—

(1) Directs the intelligence activities of the group.
(2) Plans, coordinates, and supervises security and defense and damage control measures for the group and attached units.
(3) Plans and supervises movements of the group headquarters and subordinate units.
(4) Inspects training activities for the group and attached units.
(5) Organizes and supervises unit schools.
(6) Serves as troop information officer.

b. Quartermaster supply officer, who advises and assists in controlling and supervising the

activities of subordinate supply units. He is particularly concerned with procedures and schedules for the requisition, receipt, and distribution of class I, quartermaster class II and IV, and class III supplies to supported units. He implements the plans and procedures of the operations officer for the provision of such supplies to supported units. He coordinates supply control and stock accounting activities, as required.

c. Quartermaster maintenance and services officer, who assists and advises the operations officer in supervising and controlling the maintenance and service operations of subordinate units. He is particularly concerned with field maintenance functions; laundry, bath, and clothing exchange operations; and graves registration. He may act as area quartermaster maintenance officer. He may supervise such functions as—

(1) Establishment of priorities, schedules, and repair time limits for maintenance of quartermaster equipment.

(2) Repair parts supply.

(3) Inspection of subordinate service units to insure compliance with prescribed policies and procedures.

d. Operations sergeant, who supervises the enlisted personnel of the section and assists the quartermaster operations officer in coordinating operations of attached units. He assists in the control and allocation of operating and bivouac sites within the group area. He maintains a situation and control map showing the location of units and the operations of the group. He is

also the intelligence noncommissioned officer. He supervises the clerk-typists, who perform routine clerical duties for the section.

e. Quartermaster equipment maintenance inspector, who assists the quartermaster maintenance and services officer in coordinating maintenance and service operations of attached units.

f. Quartermaster supply supervisor, who assists the quartermaster supply officer in coordinating the supply operations of attached units.

g. Senior information specialist, who coordinates and disseminates troop information material to units of the group and conducts troop information programs for headquarters detachment personnel.

h. Radio teletypewriter operators, who operate the radio teletypewriter equipment to transmit and receive messages, reports, and logistical data, and drive the vehicle on which the equipment is mounted.

20. Detachment Commander

The detachment commander commands detachment headquarters and acts as headquarters commandant. He coordinates administrative and housekeeping functions for personnel of headquarters in headquarters detachment. He is also group communications officer.

a. The manual teletypewriter operator installs, operates, and performs minor maintenance on teletypewriter equipment. The switchboard operator installs, operates, and performs minor maintenance on the switchboard. The wireman assists

in the installation and maintenance of communications lines and drives the cargo truck assigned to detachment headquarters. The message clerk operates the group signal message center. He edits messages for format, classification, priority, authorization, signature, and legibility, and processes them for transmission. He operates the manual teletypewriter and switchboard in the absence of the operator. The intermediate speed radio operator operates the vehicular mounted radio set and serves also as driver for the group commander and executive officer.

b. The wheel vehicle mechanic is normally attached to the subordinate unit which provides repair and maintenance service to the headquarters and headquarters detachment. He supplements the shop personnel of the subordinate unit and performs organizational maintenance on headquarters vehicles.

CHAPTER 3
TRAINING

21. General

A properly planned and executed training program for headquarters and headquarters detachment, quartermaster group, aims at developing a unit capable of efficiently performing its mission under field conditions. Careful attention to the training of headquarters personnel is required. Training should be continuous, progressive, and as realistic as possible without sacrificing essential safety factors.

22. Responsibility

a. Group Commander. The group commander is responsible for the training of the headquarters and headquarters detachment and for coordinating the training of subordinate elements. He is assisted by his staff and subordinate element commanders.

b. Staff. The group staff is responsible for implementing the group commander's training policies. Training is normally planned and supervised by the security and training officer after consultation with group and subordinate commanders. The security and training officer is responsible for the consolidation and publication of training schedules for the group.

c. Detachment Commander. The detachment commander is responsible for training headquarters detachment personnel in accordance with published training schedules.

d. Subordinate Element Commanders. Subordinate element commanders are responsible for the completion of prescribed training assignments. Commanders are responsible for preparing and submitting training schedules to group headquarters for approval and consolidation.

23. Purpose

The primary purpose in training headquarters and headquarters detachment, quartermaster group, is to develop a team of supervisory and administrative specialists capable of accomplishing the group mission. Headquarters personnel must be thoroughly familiar with their primary and secondary military occupational specialties, since both are important to the operations of the command. In addition, they must be trained in the fundamentals of infantry combat tactics for defense of themselves and their organization.

24. Management and Value of Supervision

Training management is the planning, direction, and supervision necessary to accomplish the training objective in the time and with the means available. Quality and completeness of training depend upon the amount of planning and personal supervision by the group commander and members of his staff.

25. Training Estimate

A careful estimate of the training situation is prerequisite to the inauguration of an adequate training program. The most important consideration in this estimate is the mission of the unit. If the group is assigned more than one mission, the group commander establishes training priorities. He collects information about the training situation by analyzing reports of his staff and of his unit commanders, by personal observation, and through tests and inspections.

26. Training Plan

The commander's estimate of the training situation is followed by his decision or general plan of action to accomplish the training objective. From the general plan, the security and training officer develops a detailed plan for the training of the unit.

27. Training Program

Army Training Programs (ATP's) 10–110 and 10–22 present a guide for training the headquarters and headquarters detachment, quartermaster group. ATP 10–110 provides guidance for advanced individual training. ATP 10–22 provides guidance in the preparation of unit training programs and schedules and in the conduct of training for the unit.

28. Unit Training Schedule

A unit training schedule gives detailed instructions for unit training. Based on the ATP, it prescribes the date, hour, subject, place, instruc-

tion, reference material, uniform, and any remarks affecting training for each period of instruction. Training schedules prepared by each unit are normally forwarded to group headquarters for review and may be published as the consolidated group training schedule. They are planned to improve operational skills essential to the individual or unit mission. Subjects which improve job techniques and develop individuals as part of an efficient operating team should be scheduled.

29. Army Training Test

Upon completion of unit training, Army Training Test 10–45 is given to determine the ability of the group headquarters to perform its mission. Conducted under simulated combat conditions by higher headquarters, it tests the tactical and technical proficiency of the headquarters.

30. Cadre Training

TOE 10–22 designates those positions which must be filled by personnel trained and qualified to perform essential duties in the formation, administration, and training of similar units. In order that transfer of the cadre will not deny sufficient experienced personnel to the parent organization or the newly formed unit, alternate personnel should be qualified and trained for each cadre position as quickly as practicable.

CHAPTER 4
EMPLOYMENT

31. General

Headquarters and headquarters detachment, quartermaster group, may be employed in the theater administrative zone or combat zone as required. Depending upon the organization of the theater administrative zone, the quartermaster group headquarters may be directly under the command or operational control of the base or advance logistical command quartermaster or may be subordinate to a Headquarters and Headquarters Company, Quartermaster Depot (TOE 10–521). When employed in the combat zone, the group may be under the operational control of the army or independent corps quartermaster.

32. Composition

The quartermaster group is necessarily a flexible organization. Depending upon the situation, it may be composed of fixed-capacity battalions or a combination of battalions organized in accordance with guidance contained in FM 10–53. In addition, detachments from the Quartermaster Service Organization (TOE 10–500) may be assigned or attached as required to render effective control over subordinate units and/or required quartermaster support.

a. Quartermaster support in the field embraces both supply and service. It involves the supply of all quartermaster supplies and equipment; operation of depots and supply points; and provision of bath and laundry services, field maintenance of quartermaster equipment, a salvage system, recovery and disposition of deceased personnel; and establishment, operation, and maintenance of temporary military cemeteries. Present planning for quartermaster support aims at the adequate and timely provision of such supplies and services through organizations fitted to anticipated combat requirements of troops engaged or committed against the enemy. While the underlying objective of such planning is quartermaster support as close as possible to combat elements, considerations of mobility and dispersion require reliance upon a continuing flow of supplies, actively controlled by command and supervisory headquarters, rather than upon concentrations of supplies.

b. The different operational environments under which United States Army forces may be committed preclude a standard pattern of organization for logistical support. The organization for quartermaster support in the theater administrative zone may differ considerably from that in the combat zone. The types and characteristics of quartermaster units in the theater administrative zone may be different from those in support of a field army or independent corps. Increased use of automatic data processing and electronic transmitting devices may require realinement of functions. Considerations of a nuclear environment require dispersion, alternate channels of communi-

cation and control, and resiliency in supply operations.

33. *Utilization*

The common mission of a headquarters and headquarters detachment, quartermaster group, is to command, supervise, direct, administer, and control subordinate units. Its specific mission, however, depends upon support requirements and the mission of subordinate elements. It may, therefore, be assigned one or more of those listed below or the control of any other operation which the logistical command or army commander believes requires the services of a quartermaster command headquarters.

a. Army Administrative Area. A quartermaster group headquarters in the army administrative area may direct and control quartermaster battalions or other quartermaster units engaged in—

(1) Operation of quartermaster supply installations.
(2) Operation of bakeries, laundries, and bath and clothing exchange facilities.
(3) Receipt, classification, and evacuation of salvage.
(4) Repair and maintenance of quartermaster equipment.
(5) Receipt, identification, and evacuation of deceased personnel and personal effects.
(6) Establishment, maintenance, and operation of cemeteries.

b. Corps. Quartermaster group headquarters in an independent corps may control and direct per-

formance of the same activities as a group headquarters in support of a field army. Depending upon corps employment and current organizational concepts, the quartermaster group headquarters may operate under the control of a logistical command assigned to the corps.

c. Theater Administrative Zone. Headquarters and headquarters detachment, quartermaster group, in the theater administrative zone may be assigned to the theater army logistical command and assigned or attached to a subordinate logistical command, a large area command, or a general depot.

(1) When assigned to a base logistical command, it may control quartermaster units operating quartermaster depots, supply points, and other supply and service installations.

(2) When assigned to an advance logistical command, it may control composite quartermaster supply and service units. It may be assigned or attached to a general depot to control quartermaster depot operating units.

CHAPTER 5
OPERATIONS

Section I. PREPARATION FOR OPERATIONS

34. Reconnaissance

Higher headquarters normally designates the general location for the quartermaster group. Unless a specific site for the group command post is also designated, the group commander selects it after reconnaissance and consultation with his staff. The extent of the reconnaissance and the composition of the reconnaissance party depends upon the time available and the existing situation. The group operations officer and detachment commander, or their representatives, are ordinarily essential members of the party. Because the group command post must be located to facilitate control over the elements of the group, the reconnaissance party should also indicate general locations for subordinate units. When practicable, therefore, subordinate unit commanders should be included or represented in the reconnaissance party. After the specific site for the group command post and general areas for subordinate units have been selected, the detachment commander sets up the group command post and subordinate unit commanders select and establish specific operating sites for their units. Group headquarters will normally prescribe procedures by which subordi-

nate units will report exact locations and time by which operations are to begin.

35. Site Selection

The mission of the heaquarters and headquarters detachment, quartermaster group, is always uppermost in the selection of the site for the group command post and headquarters installations. Based on this mission, the best available site is selected in consonance with the following considerations:

a. Cover and Concealment. Cover and concealment are necessary for protection. A site that is near definite landmarks shown on maps should be avoided. When possible, existing buildings should be used. Use of buildings should be made after consideration of such factors as the possibility of air attack, booby traps, and contamination.

b. Terrain. A firm, high, well-drained, wooded area is desirable. Gentle hillsides or sloping ground afford a better site than a level area which may be turned into a bog by rain.

c. Additional Factors. Other desirable features include accessibility to water, nearness to the axis of supply and evacuation, and natural defense barriers. Another consideration is the fact that group headquarters and headquarters detachment is dependent upon a subordinate company for mess and maintenance. In addition, an alternate site should be selected in case the situation changes and a movement of the command post is necessary.

36. Command Post Arrangement

There is no set pattern for the layout or arrange-

ment of the group command post. It may be located within a building or the several elements may be under the tentage provided. Arrangement under any situation, however, should provide for centralized functional control.

a. Operations Element. The operations element should be centrally located with respect to unit operating areas, so that the operations officer can more readily keep abreast of all aspects of the operating situation.

b. Miscellaneous. To complicate detection and disclosure of the command post, vehicle parks should be concealed. Communications equipment should be installed with consideration for its operating characteristics, convenience to users, and in relation with overall command grid communications system.

Section II. OPERATING TECHNIQUES AND CONTROLS

37. Plans and Procedures

The group commander must base his plans and procedures upon directives of higher headquarters. Plans must be firm enough to provide direction and cohesion, but sufficiently flexible to permit adaptation to changing requirements and operational conditions. Procedures must be designed to insure uniform and proper execution and implementation of plans. They should provide essential guidance but permit subordinate unit commanders sufficient latitude to fit the capabilities of their units to the accomplishment of the assigned mission.

38. Policies and Directives

a. Standing Operating Procedures. A standing operating procedure (SOP) may be used effectively to set forth instructions to be followed in the performance of those operations which the commander desires to make routine. A single standing operating procedure may be published for all group activities or separate procedures may be published for such functions as displacement, occupation, and organization of the group area; actions required for nuclear and CBR defense; unit supply procedures; or damage control. An example of a standing operating procedure appears as appendix II.

b. Policy File. In addition to the SOP, which is primarily an instrument to assist in the effective direction and supervision of subordinate units, the commander may maintain a policy file. While not mandatory, the commander may use this file as a means of making his desires and policies known to the members of his staff. Such a file may consist of brief notes, plans, studies, past decisions of the commander, or sample orders. It may be effectively used to indoctrinate new members of the various staff sections as required.

39. Orders and Directives

A complete discussion of orders can be found in FM 101–5. As discussed in paragraph 38, however, many group operations can be covered by standing operating procedures, thereby decreasing the need for formal orders. The group commander may also discuss plans and issue orders

through conferences with members of his staff and subordinate unit officers when necessary to solve operational problems or to acquaint subordinates with policies and/or decisions. A formal written order should be used, however, when an operation is not fully covered by a standing operating procedure or when otherwise required to provide firm guidance or direction.

40. Coordination

Coordination means teamwork between elements of the group staff in the performance of assigned functions. It is the primary responsibility of the group executive officer. Coordination also involves close contact and exchange of information of each staff section with the staffs of higher, lateral, and lower headquarters. In this latter aspect, coordination assures the group commander that essential information, decisions, and orders are promptly and correctly transmitted to subordinate units.

a. Enemy action, disease, injuries, rotation, transfer, and other factors that reduce strengths of subordinate elements tend likewise to reduce the efficiency of the quartermaster group to carry out its assigned mission. In order to minimize the effects of such losses, the group commander may assign or recommend the assignment of replacements to subordinate units. Coordination is essential, therefore, in deciding which units require additional personnel; which must be under strength, if this is necessary; and which units will be assigned specific individuals.

b. When additional transportation is necessary, or when the pooling of available tarnsportation is required, coordination is necessary to establish priorities and allocate transportation to meet demands.

c. Group action may be required, in the supply of supported units, to allocate supplies and equipment in short supply or control the issue of supplies and equipment over which higher headquarters have imposed restrictions or limitations. Coordination is required in such cases to insure supply of such material to units in accordance with need.

41. Staff Visits and Inspections

Frequent staff visits and inspections are made by the group commander and his staff to determine efficiency of group units. They are conducted in accordance with FM 101–5 and current Army Regulations.

a. Types.

(1) *Tactical and training.* Formal or informal tactical and training inspections are used to evaluate training, to ascertain readiness of units for field duty, and to correct training deficiencies. Tactical inspections require the actual solution of tactical problems and field exercises and, when possible, are conducted with maximum strength, equipment, and transportation. Training inspections include analyses of the current

training program and observation of scheduled training.

(2) *Administrative.* Administrative inspections are conducted to determine whether subordinate units are complying with prescribed regulations and directives, group SOP's, and instructions from higher headquarters.

(3) *Command maintenance.* Command maintenance inspection (AR 750–8) of quartermaster equipment are made to determine serviceability, proper utilization, and operational readiness of equipment, and efficiency of maintenance operations. Spot check inspections determine the adequacy and efficiency of organizational maintenance.

(4) *Command.* Command inspections normally cover food handling, personal hygiene, sanitation, orderliness, discipline, and related matters. The group headquarters SOP may, however, specify the nature, purpose, coverage, and frequency of such inspections.

b. Reports of Inspections. Reports of inspections include a statement of existing conditions, conclusions drawn, corrective action taken, and recommendation for further action. Reports are distributed as directed by the group commander and normally include headquarters staff sections concerned.

c. Inspection Checklists. Checklists, prepared by staff sections to cover activities for which they

are responsible, provide for uniform conduct of inspections.

42. Forms, Records, and Reports

Various routine and special reports will normally be required of subordinate elements. These may be submitted by telephone, teletypewriter, or other means of communication. They will normally be consolidated in group headquarters and transmitted in the prescribed manner to the next higher echelon.

a. Recurring Reports. Recurring reports are submitted at regularly prescribed intervals (daily, monthly, etc.). Types, channels, and times for submission of such reports will normally be contained in group SOP's.

b. Administrative Reports. Administrative reports include, but are not limited to, morning reports, training status reports, strength reports, rosters, special service reports, and information and education reports. The principal administrative reports are—

(1) *Command report.* The command report is a periodic narrative summary of events from the point of view of the commander. It is a medium through which he records, reviews, and evaluates overall activities of the unit. In the report he may recommend to higher headquarters changes in doctrine, organization, training, techniques, administration, and equipment which he believes justified as the result of experience.

Specific instructions for the preparation of a command report are contained in current Army Regulations.

(2) *Unit equipment status report.* A unit equipment status report, prepared under the provisions of current Army Regulations, is used to show the status of selected items of property in the hands of troops.

(3) *Unit report.* The preparation of a unit report will depend upon instructions from higher headquarters. The purpose of the report, if required, is to inform higher headquarters of unit operations and of the situation that exists at the time the report is submitted. It will usually contain only information desired by higher headquarters.

c. Operational Reports. Operational reports include data and information on the number of items processed or produced by a unit, operating hours, operating supplies on hand or consumed, and troops served. Forms, information desired, and method of transmittal are normally prescribed by SOP's.

d. Statistical Compilations. Statistical compilations are reports, graphs, or charts that summarize or consolidate information contained in operational reports submitted by subordinate units. These compilations will normally be made at group headquarters and are used as a primary management and reporting medium.

e. Special Reports. Special reports are sub-

mitted when requested by higher headquarters. The request will normally designate the form to be used, information to be given, and period to be covered.

43. Unit Journal

A unit journal, prepared in accordance with instructions contained in FM 101–5, is a chronological record of important matters affecting the unit. It should contain a resume of all messages sent or received, notations of events such as visits of higher commanders and absences of the unit commander, and a summary of major activities with reasons for decisions made. The journal may be closed daily or as determined by higher headquarters.

44. Situation Maps

Situation maps are graphic presentations of the dispositions and activities which concern the group. A situation map may be maintained within the operations section to show the disposition of group facilities and installations and the location of supported units. A situation map may be maintained by the administrative and/or group supply sections to show the location of subordinate element command posts, supply and evacuation routes, and such other information as may be desired.

45. Miscellaneous Administrative Procedures

Certain administrative procedures must be followed when the headquarters and headquarters detachment, quartermaster group, is assigned an

initial operation or relief of another headquarters. While these procedures will vary slightly depending upon each situation, the following is a checklist of minimum measures:

a. Obtain all available information on units to be controlled.

b. Determine time of initial operation, change, or relief.

c. Arrange for the messing of group headquarters personnel and for the maintenance of motor vehicles.

d. Prepare SOP's or review and/or change the existing ones.

e. Inspect or install communications facilities as required.

f. Prepare a security and defense plan or review and revise the existing one.

g. Inform higher headquarters as to location and operational readiness.

Section III. INTELLIGENCE OPERATIONS

46. *Intelligence Functions*

a. General. The group security and training officer is the intelligence officer for the quartermaster group. He—

(1) Directs the intelligence operations of the group.

(2) Forwards selected information or materiel through intelligence channels to higher headquarters.

(3) Disseminates intelligence to group units.

(4) Establishes liaison with the intelligence officers in neighboring units to exchange intelligence of mutual interest.

b. Application of Intelligence. The security and training officer is responsible for—

(1) Obtaining information on the area's laundry, bakery, refrigeration, and storage facilities; the ability of non-United States personnel to operate them; and information regarding customs, skills, attitudes, and economic needs of the civilian population that may affect quartermaster operations in the area.

(2) Securing and transmitting terrain and climate data to quartermaster units. Terrain intelligence is important to such quartermaster operations as the proper location of supply points, determining the best location for drop zones, planning temporary cemeteries, and similar activities. Climate data is important as affecting requirements for clothing and equipment occasioned by seasonal changes, for protection of quartermaster equipment and supplies stored in the open, and similar considerations.

47. Technical Intelligence Detachments

Technical intelligence detachments, organized under TOE 10–500, collect, report, and expedite the evacuation of captured materiel for intelligence purposes. These detachments may work in close cooperation and share facilities with opera-

tions sections of quartermaster group headquarters in corps area.

48. Counterintelligence

The objective of counterintelligence is to preserve secrecy and neutralize or decrease the effectiveness of hostile intelligence. The security and training officer is responsible to the group command for the formulation and staff supervision of counterintelligence plans and policies. Counterintelligence at the quartermaster group level is passive and normally includes such measures as security of classified documents, signal communications security, and camouflage and concealment. Passive counterintelligence principles and procedures are discussed in FM 30–5.

CHAPTER 6
SECURITY AND DEFENSE

49. General

The introduction of nuclear and other mass-destruction weapons has changed concepts of security and defense. The need for dispersion is no longer limited to combat forces. While technical installations are susceptible to hostile ground attack, they are also lucrative targets for nuclear, missile, guerilla, and airborne attack. Defense plans for such installations must, therefore, include both active and passive measures and, particularly in rear areas, be coordinated with defense and damage control activities of the command charged with the general defense of the area. Command agencies, such as quartermaster group headquarters, exercise close supervision over the formulation of subordinate unit defense plans to insure employment of personnel and equipment consistent with accomplishment of the primary mission.

50. Group Responsibility

The quartermaster group commander is responsible for the security and defense of all group units and installations. The overall group defense plan must be flexible so that every foreseeable situation can be covered. It must be based upon the defense plans of higher headquarters.

It should assign definite responsibilities in order to provide the strongest possible defense within the capabilities of available weapons and personnel. Frequent rehearsals can be used effectively in acquainting personnel with assigned tasks and in minimizing damage resulting from enemy action.

a. The security and training officer is charged with staff supervision of group defense. He advises and assists subordinate commanders and staff officers in the preparation of defense plans, consolidates and integrates subordinate unit defense plans into the group defense plan, and coordinates with higher commands in integrating the group defense plan into overall area defense and damage control activity.

b. The detachment commander is responsible for developing the defense plan for the group headquarters and headquarters detachment. Due to limited personnel and weapons, the defense of the group command post and headquarters installations must be closely coordinated with and integrated into the group defense plan.

51. Active Defense Measures

Active defense measures include limited offensive action, counterattacks, and other action taken to deny or prevent penetration of an area by the enemy. The principal active defense measures within a quartermaster group are a warning system, perimeter defense, and exploitation of obstacles.

a. The warning system may involve the use

of observation posts, outposts, patrols, and prepared defensive positions. Trip flares or other devices may be used in conjunction with these elements to give warning of night attack. The extent to which the warning system is developed and utilized depends upon such factors as the immediate situation within the area, the defense plan and facilities of the area command, and the operational mission of the subordinate elements of the group.

b. While perimeter defense is a function of the area command, the quartermaster group defense plan may designate sectors of defense to subordinate units and require the assignment of troops to defend them. The designation of such factors should provide not only for the defense of the group area, but also be an integral part of the defense plan established by area command headquarters. An effective perimeter defense demands the proper positioning of crew-served weapons, supporting small arms fire, use of slit trenches and foxholes, and familiarization of personnel with defense positions and duties. While the sectors assigned to group units need not be occupied in force unless attack is imminent, a small defense force should be in position at all times to protect against surprise attack.

c. Maximum advantage should be made of such natural obstacles as streams, swamps, ravines, and cliffs. When practicable, these should be supplemented with barbed wire, mines, road blocks, booby traps, and other devices. The preparation and/or construction of such artificial

obstacles will normally require command approval and the provision of trained personnel for this purpose.

52. Passive Defense Measures

For the most part, the quartermaster group relies heavily upon passive defense measures for protection. Passive defense measures are those taken to deny the enemy information and observation and to reduce casualties and damage in the event of enemy attack. Camouflage, concealment, and dispersion are the principal passive defense measures employed within the quartermaster group. The group defense plan should require rigid enforcement of camouflage discipline and effective application of the principles of concealment.

53. Nuclear Defense

Security measures to be taken against attack by nuclear and other mass-destruction weapons will be largely controlled and influenced by plans and directives from higher headquarters. Within the framework of such directives, the quartermaster group may publish a single nuclear defense plan or each subordinate unit may prepare one as an annex to its defense plan with supervision of group headquarters. In any event, provision should be made for—

a. A warning system with provisions to designate the type of attack, if practicable.

b. Assignment of personnel and description of

duties for fire guards, security guards, and other tasks.

c. Training of all personnel in individual protective and first aid measures.

d. Inspection of materiel received from using units, if contamination is suspected.

e. Methods for segregating equipment known to be contaminated, if its decontamination cannot be accomplished by unit personnel. Segregation of such equipment should be accompanied by proper marking of the area as a warning to other personnel.

f. Liaison with chemical units for technical advice and assistance as required.

g. Use of protective masks, special clothing, and other protective equipment.

h. Use of protective shelters for personnel and supplies.

i. Immunization and field sanitation procedures.

54. Damage Control

Damage control is a form of passive defense. It consists of measures taken to minimize the immediate effects of a mass-destruction weapons attack or natural disaster, and to preclude such secondary effects as enemy follow-up, guerilla, or airborne attack.

a. These measures normally include—

(1) Adequate prior planning.

(2) Organizing, equipping, and training area defense and damage control personnel.

(3) Dispersion and concealment.
(4) Use of natural cover or any protection afforded by terrain features.
(5) Control of personnel and traffic (military and civilian).
(6) Active defense against guerilla or airborne action.
(7) Fire prevention and fire fighting.
(8) First aid and evacuation of casualties.
(9) Protection against chemical and biological hazards, including evacuation from heavily contaminated areas.
(10) Emergency supply of food, clothing, and water.
(11) Disposal of unexploded ammunition.
(12) Initiation of salvage operations and the clearance of debris and other obstructions from roads and installations so that normal operations may be resumed.

b. The area commander is responsible for coordinating all resources in his area to effect the area damage control plan. Normally, the functions of the area defense and damage control are supervised through normal command and staff channels in accordance with standing operating procedures. Within the framework of the command plan and organization for area damage control, the headquarters and headquarters detachment, quartermaster group, may be responsible for supervising—

(1) Preparation of damage control plans for headquarters installations and units operating under its command.

(2) Implementation of these plans when local conditions require, or when so ordered by higher headquarters.

(3) When required, the organization, equipment, and training of light rescue and/or emergency decontamination squads within subordinate units.

55. Demolition

Demolition is performed to prevent serviceable supplies and equipment from falling into enemy hands. The destruction of material is a command responsibility and, except in emergencies, authority must be granted by higher headquarters. Each subordinate company or detachment will prepare its own demolition plan. Instructions for the demolition of various types of supplies and equipment are contained in FM 5–25.

CHAPTER 7
COMMUNICATIONS

56. General

Current concepts of war dictate that service support units in theaters of operations be mobile, flexible and capable of operating at dispersed locations. This requires adequate and flexible communications facilities. To be effective under these conditions, the headquarters and headquarters detachment, quartermaster group, is provided telephones, teletypewriters, and radios.

57. Radio Communication

Group headquarters and headquarters detachment is equipped with radio sets for communication between sections and with higher headquarters and subordinate units.

a. Detachment Headquarters. One radio set, truck mounted, is in detachment headquarters. It is used to contact higher headquarters and attached units. This set has a voice operating range of approximately 15 miles.

b. Operations Section. The operations section has a radio set, to contact higher headquarters and attached units. It includes a radio teletypewriter to provide alternate means of communication in event wire facilities are destroyed or interrupted. This set has a voice operating range of approximately 50 miles.

58. Wire Communications

a. Facilities. The group is equipped with a manual telephone switchboard and a sufficient number of telephone sets to provide internal communication and contact with higher headquarters. The switchboard can be connected to the nearest switching center.

b. Responsibility. The wire net is installed and maintained by the group wireman, under the supervision of the detachment commander and area signal operating units.

APPENDIX I

REFERENCES

AR 55–355	Military Traffic Management Regulation.
AR 220–50	Regiments—General Provisions
AR 220–70	Companies—General Provisions
AR 220–160	Tactical and Training Inspections
AR 220–345	Unit Histories
AR 220–346	Journals and Journal Files
AR 230–10	Nonappropriated Military Welfare Funds
AR 310–1	Military Publications—General Policies
AR 310–3	Military Publications—Preparation and Processing
AR 320–5	Dictionary of United States Army Terms
AR 320–50	Authorized Abbreviations and Brevity Codes
AR 345–210	Records Administration—Files Systems
AR 355–5	Troop Information and Education—General Provisions
AR 380–5	Safeguarding Defense Information

AR 385–10	Army Safety Policy
AR 611–201	Manual of Enlisted Military Occupational Specialties
AR 700–2300–1	Motor Vehicles
AR 711–10	Supply Economy
AR 711–16	Installation Stock Control and Supply Procedures
AR 711–41	Army Supply Status Reporting System, Unit and Organization Equipment Status Report
AR 715–30	Local and Regional Purchase of Civilian Type Items From Civilian Economy
AR 735–3	Receipt, Shipment, and Issue of Property
AR 735–11	Accounting for Lost, Damaged, or Destroyed Property
AR 735–35	Supply Procedures for TOE Units, Organizations, and Non-TOE Activities
AR 750–8	Command Maintenance Inspections
AR 755–380	Disposal of Radioactive Material
SR 525–45–1	Command Report
AR 611–103	Officer Qualification and Classification
DA Pam 108–1	Index of Army Motion Pictures, Film Strips, Slides, and Phono-Recordings
DA Pam 310–1	Index of Administrative Publications

DA Pam 310–2	Index of Blank Forms
DA Pam 310–3	Index of Training Publications
DA Pam 310–4	Index of Technical Manuals, Technical Bulletins, Supply Bulletins, Lubrication Orders, and Modification Work Orders
DA Pam 310–5	Index of Graphic Training Aids and Devices
DA Pam 310–7	Index of Tables of Organization and Equipment, Tables of Organization, Type Tables of Distribution, and Tables of Allowances.
DA Pam 310–30	Index of Supply Manuals—Quartermaster Corps
FM 3–5	Tactics and Techniques of Chemical Biological, and Radiological Warfare
FM 5–15	Field Fortifications
FM 5–20 series	Camouflage
FM 5–22	Camouflage Materials
FM 5–23	Field Decoy Installations
FM 5–25	Explosives and Demolitions
FM 10–6	Quartermaster Service Company
FM 10–10	Quartermaster Service in Theater of Operations
FM 10–12	Quartermaster Parts Company
FM 10–13	Quartermaster Reference Data
FM 10–14	Quartermaster Bakery Company, Mobile

FM 10–15	Quartermaster Sales Company, Mobile
FM 10–16	Quartermaster Laundry Company
FM 10–17	Quartermaster Organization and Service in Army and Corps
FM 10–18	Quartermaster Salvage Company
FM 10–19	Quartermaster Subsistence Supply Company
FM 10–22	Quartermaster Clothing and General Supplies Depot Company
FM 10–24	Quartermaster Refrigeration Company, Mobile
FM 10–25	Quartermaster Bath Company, Semimobile
FM 10–29	Quartermaster Graves Registration Company
FM 10–30	Quartermaster Subsistence Depot Company
FM 10–37	Quartermaster Petroleum Depot Company
FM 10–52	Headquarters and Headquarters Company, Quartermaster Depot
FM 10–53	Headquarters and Headquarters Detachment, Quartermaster Battalion
FM 10–60	Supply of Subsistence in a Theater of Operations

FM 10–63	Handling of Deceased Personnel in Theaters of Operations
FM 10–64	Quartermaster Class II and IV Supply in Theaters of Operations
FM 10–77	Quartermaster Petroleum Supply Company, Mobile
FM 20–15	Tents and Tent Pitching
FM 20–32	Land Mine Warfare
FM 21–5	Military Training
FM 21–6	Techniques of Military Instruction
FM 21–10	Military Sanitation
FM 21–13	The Soldier's Guide
FM 21–15	Care and Use of Individual Clothing and Equipment
FM 21–26	Map Reading
FM 21–30	Military Symbols
FM 21–40	Small Unit Procedures in Atomic, Biological, and Chemical Warfare
FM 21–41	Soldier's Handbook for Nuclear, Biological, and Chemical Warfare
FM 21–75	Combat Training of the Individual Soldier and Patrolling
FM 23–30	Hand and Rifle Grenades
FM 25–10	Motor Transportation, Operations
FM 26–5	Interior Guard
FM 27–10	The Law of Land Warfare
FM 30–5	Combat Intelligence

FM 30–7	Combat Intelligence Battle Group, Combat Command, and Smaller Units
FM 31–15	Operations Against Airborne Attack, Guerilla Action and Infiltration
FM 41–10	Civil Affairs/Military Government Operations
FM 41–15	Civil Affairs/Military Government Units
FM 100–5	Field Service Regulations: Operations
FM 100–10	Field Service Regulations; Administration
FM 101–5	Staff Officers' Field Manual; Staff Organization and Procedure
FM 101–10	Staff's Officers' Field Manual; Organization, Technical, and Logistical Data
TM 3–220	Decontamination
TM 3–350	Improvised CBR Protective Shelters
TM 5–310	Military Protective Construction
TM 5–641	Inspections and Preventive Maintenance Services, Ranges, Bake Ovens and Burners for Other Mess Equipment
TM 9–2800	Military Vehicles
TM 19–500	Enemy Prisoners of War

TM 28–210	Troop Information and Education
TM 38–660–1	Preventive Maintenance for Administrative Vehicles
ATP 10–22	Headquarters and Headquarters Detachment, Quartermaster Battalion and Group
ATP 10–110	Advanced Individual Training of Quartermaster Personnel
ATT 10–45	Armored Division Quartermaster Battalion

APPENDIX II

EXAMPLE OF STANDING OPERATING PROCEDURE FOR QM GROUP*

HQ_____ QM GP.
GRID CORD _____
28 May _____

1. Application

Gp SOP appl except when mod by army order. Subor SOPs will conform.

2. Organization

Hq and Hq Det, _____ QM Gp: _____ QM Bn.; _____ QM Bn.; _____ QM Bn.; _____ QM Bn.; _____ QM Bn.

3. Intelligence

a. Observation.

(1) Comdrs are resp for obsr of approaches favorable for abn and gnd atk to incl raids and sabotage.

(2) Rept loc of all OP to Sec & Tng Off.

(3) Rept immed: any contact with En; approach of En armor; acft; or abn trp; initial En msl or acft fire; ID of En units; info on CW, BW, and radlwar agents; atomic wpns, rad jamming, or En interf with comm.

b. Prisoners, Captured Documents, and Materiel.

(1) *Prisoners.*

(*a*) Capturing indiv or units disarm, search, silence, and segregate pris by nationality, sex, grade, agents, civ, and recov deserters.

(*b*) En of fld off gr or higher to Gp Hq wo delay.

(*c*) Cptr air crew and GM pers rept immed to Gp Hq. wo intg beyond ID.

(*d*) Systematic search of En dead for docu and ID.

(2) *Documents.* Crypto mat dlvr promptly to Opns Off. All docu mk w date, time, and place found or cptr, capturing unit, and cond under which found or cptr to incl name and rank of POW. POW not allowed to dest docu.

(3) *Materiel.*

(*a*) Repts of new and unusual En eqp, armaments, or gases fwd immed to Sec & Tng Off with brief description.

(*b*) Cptr or crashed En acft or GM rept immed to Opns Off and grd by discovering unit.

(*c*) All cptr En mat properly safeguarded, insp by Tech Svc Intel Det, and evac by int Tech Svc.

(*d*) Indiv may retain only those items of En eqp prescribed. Cert of retention rqr for mailing.

c. Maps and Photos. Req in ex of norm map alws to this Hq.

d. Counterintelligence.

(1) Trps give only name, rank, SN, and date of birth in event of cptr.

(2) Search evac instl to ins no clas or ID mat left.

(3) Eff pass sys to be estb. Civ and unk mil pers must ID themselves before being allowed freedom of mov wi mil instl, or before being given mil info. Con meas and grd sys insp and tested freq.

(4) Clas info distr on a "need-to-know" and timely basis.

(5) When abn or mecz atk imminent, CP and dir signs removed to extent practicable.

(6) Secure maps showing any info valuable to En.

(7) Comm sec per SSI.

(8) Civ infiltrating through our areas or fr En lines will be app and del through Bn Hq.

(9) Escapees and evadees evac through Bn Hq. WO delay.

(10) All branches of sec and compromise wb rept at once to Sec & Tng Off.

(11) Mntn emerg dest plan for clas mat.

4. Operations

a. Subordinate Units. Gp will supv and cord empl and op of subor units. Pri of svc wb ann.

b. Orders. Cmpl written O only when time allows and for rec. Max use of overlays, tables, and charts.

c. Security. Sec & Tng Off cord def against armd, air, and abn atk. Bn resp for sec of atchd units.

d. Combat. Mntn contact W aja units and W higher and lower units.

(1) *Unit loc.* Units rept loc immed upon change.

(2) *CBR warfare.* See annex B.

(3) *Defense against gnd and air atk.* See annex B.

(4) *Defense against nuclear atk.* See annex B.

(5) *Bomb and shell disposal.* Units rept loc unexploded bombs, msls, or shells to Bn Hq.

(6) *Damage control.* See annex A.

e. Movement.

(1) *Headquarters detachment.* Hq Det will move W Gp Hq on o of Gp Comdr.

(*a*) *Advance party.* The adv pty will cons of pers dsg by Gp Comdr.

(*b*) *Main party.* Remainder of Hq and Hq Det will con main pty and wp on o of sr off present.

(2) *Attached units.* Each atchd unit W displace CP on instr from Gp Comdr. Fac wb ph out of OL and into new OL in such manner as to ins continuous and

uninterrupted op and comm. Specific mov plan wb dev and pub by the comdr of each unit.

(3) *Group Headquarters.*

(*a*) *Reconnaissance Party.* Gp Comdr will dsg recon pty to move on o of Gp Comdr.

(*b*) *Forward Echelon.* Gp Comdr will dsg a fwd ech to move as a sep mar unit following recon pty.

(*c*) *Main Command Post Party.* The CP pty at the post or instl will continue opns until the o to close is rec or until a pre-dsg close-out time is reached. The pty wp to new CP on o or sr off present.

(4) *Ser cmdrs provide own sec.* Prior recon (routes, biv, and assy areas), guides, and posting (or removing) of route signs are resp or ser comdrs, supplemented (for main routes) and cord by Gp Hq tfc con as ann. Hourly rept to Gp of loc of heads of ser with ref to check pts.

(5) *Priority on roads.* Will be ann.

(6) *Density and speed of mtr veh.*

(*a*) *Night.* Close col (distance between veh min 25 yds). Max speedometer multiplier of 2 at 15 mph max.

(*b*) *Daylight.* Open col (distance between veh min 75 yds). Max speedometer multiplier of 4 at 25 mph max.

(*c*) Emergency. Infiltration. Irregular dispatch, 3 veh per mi at 15 mph.

(*d*) Not over 8 veh per march unit. Time between march unit 1 to 4 minutes; time between ser min of 15 minutes.

(7) *Halts during mtr mov.* 10 minutes every hr. Trp, except mtd gunners, disperse. Foxholes dug and veh dispersed under cover at directed halts of 1 hr or longer.

(8) *Lights.* Blackout when directed.

(9) *Passing.* Convoy will not pass other convoys or ser (either halted or moving in the same dir) until clnc has been obtained from Comdr of ser to be passed.

(10) *Veh marking.* On front of first veh and rear of last veh of each march unit and ser atch sign showing march unit and/or ser number, with indication of "first" or "last" veh.

(11) *Accidents.* Off at tail of each ser inves and take nec act.

5. Logistics

a. Supply.

(1) *C1 I.* Rat cycle begins with supper. Res to be ann.

(2) *C1 II & IV.* Bn rqn for reg items through Comd Chnls; others dir to dep.

(3) *C1 III.* Trk ¼ T carry 5 gal res; other veh 10 gal res.

(4) *C1 V.* Units mntn basic loads.

(5) *Water.* All water except that secured from Engr WSP will be considered contaminated. Water from nearest WSP.

(6) *Salvage.* Unit cmdrs resp for coll and dlvr to nearest Salv Coll Pt. Units org coll teams.

(7) *Captured materiel.* See par. 3*b*(3).

b. Evacuation and Hospitalization. Unit evac to nearest coll pt. During mov, to March Coll Pt estb by Gp. Hq. As reqr, unit vehs serve as evac vehs in evac of sick, injured, or wounded.

c. Transportation. For add transp, specify nr of pers or tonnage. Submit req to Gp. Hq. as far in adv of need as practicable.

d. Service. Req for QM or other tech svcs to Gp Hq.

6. Personnel

a. Strengths. See par. 7*d.*

b. Replacements. Req sbm daily as of 1800 by 2200 to Gp. Adj.

c. Discipline, Law, and Order.

(1) Bn. cmdrs authorized SPCM juris.

(2) In occ areas, MP have auth and juris and are empowered to enforce laws and rules, and to make app wi Gp Area WO regard to nationality, svc, or civ status, and to util any US mil pers to asst them. See par. 3*d*(3).

d. Prisoners of War. See par. 3*b.*

e. Recovery and Disposition. Unit comdrs resp

to coll, ID, and evac US, allied, and En dead to nearest army Coll Pt.

f. Morale and Personnel Services.

(1) Lv and rest camp quotas wb ann.

(2) *Decorations and awards.*

(*a*) No quotas.

(*b*) Recm sbm within 2 days after act on any person who possibly qual.

(*c*) All recm to Gp. Hq.

(3) Units pick up mail daily at Gp. Hq. or other desig pts.

(4) Dates, times, and places of church services wb ann.

7. Command and Signal

a. Command Posts.

(1) Unit cmdrs sel and rept loc of CPs W time of opening and closing.

(2) During mov—at head of unit ser.

b. Liaison.

(1) Mntn norm ln with aja units and Gp. Hq.

(2) Apns Sgt will prov and mntn a sit map for ln pers and ofl visitors.

c. Signal Communications.

(1) Rept immed loss or compromise of curr SSI or SOI.

(2(Radio. Restr (netting and urgent msg permitted) when wire comm estb. Rad silence (xmtr and revr turned off) or listening silence (xmtr turned off) when prescribed.

d. Reports. By Bn to Gp. Hq.

Reports	*How submitted*	*Time*
Spot repts-En activities.	Soonest comm	At once.
Shelrept, bomrep, toxrept, mslrept.	Rad or tp	At once.
Sitrep	Mag forw rad or tp.	As of 1800 daily by 2200 daily.
Logrep	Prescribed forms.	As necessary.
Persrept	Daily summaries.	As of 1800 daily by 2100 daily.

SMITH
Col

Annex: A—Damage Control Plan (omitted)
B—Defense Plan (omitted)

Distr: Each Gp St O (1)
Each Bn Cmdr (5)

OFL: BROWN
Adj

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* This suggested standing operating procedure is to be used only as a guide. It covers only those operational and administrative matters that are not normally subject to frequent change. It omits data and information normally prescribed by the headquarters to which the quartermaster group may b eattached in conformity with the conditions and circumstances of operation and employment.

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By Order of *Wilber M. Brucker*, Secretary of the Army:

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For explanation of abbreviations used, see AR 320–50.

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